



MUSEUM REGISTRAR

Purpose:

To actively support and uphold the City's stated mission and values. To perform collections record management, artifact handling and registration of museum artifact collections.

Supervision Received and Exercised:

Receives direct supervision from a Museum Curator.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Creates/compiles and maintains legal documents.
- Accessioning objects into the permanent collections including the development of collection level descriptions, histories of use, and physical histories of objects.
- Assists technological staff in the development of the collections software; assist and prepare for computerization; coordinates/assists with computer entry.
- Develops and implements object inventories.
- Disseminates information as needed to other departments, researchers, and the public.
- Coordinates object identification research.
- Implements collection policies.
- Oversees packing and shipping of objects on loan.
- Coordinates object movement and record keeping for exhibition.
- Prepares or helps in preparation of exhibit label copy.

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- Coordinates photographic documentation of collections.
- Exercises functional and technical supervision over assigned volunteers, work-study students and interns.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of professional museum registrar experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fine arts, history or a related field.

Licenses/Certifications:

May require the possession of, or the ability to obtain an appropriate valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 5912

Salary Range: 23

FLSA: Exempt